

Chapter 8

ESSENTIAL PERSONNEL SERVICES

This chapter describes the mission, proponentcy, and doctrinal requirements of the essential personnel services. These services are: awards and decorations, noncommissioned officer and officer evaluations, enlisted promotions and reductions, officer promotions, enlisted and officer transfers and discharges, identification documents, leaves and passes, line of duty investigations, officer procurement, retention, recruiting, and reclassification.

PROPONENCY

The functional proponent for the essential services described in this chapter, except officer procurement and retention, is The Adjutant General Directorate, United States Total Army (USTA) PERSCOM.

The fictional proponents for officer procurement are: Army Reserve Personnel Center for U.S. Army Reserve (WAR) commissioned officer appointments, U.S. Army Recruiting Command for USAR warrant officer appointments, Officer Personnel Management Directorate, USTA PERSCOM for Regular Army commissioned and warrant officer appointments, and the National Guard Bureau (NGB) for commissioned and warrant officer appointments in the Army National Guard (ARNG).

The functional proponent for active duty retention is the Enlisted Personnel Management Directorate, PERSCOM. The fictional proponent for USAR retention is the OCAR. The fictional proponent for ARNG retention is the NGB.

The functional proponent for active duty and USAR recruiting is USAEREC. The functional proponent for ARNG recruiting is the NGB.

MISSIONS AND DOCTRINAL REQUIREMENTS

The following paragraphs describe the missions and doctrinal requirements of essential personnel services.

AWARDS AND DECORATIONS

The awards and decorations function enables the Army to give recognition for soldiers' and veterans' valor, meritorious service, and achievements. It provides the mechanism for recording recognition for historical purposes. The function also provides the means to recognize next of kin, members of sister services, military personnel of allied countries, and civilians for their meritorious contributions. AR 672-5-1, Military Awards, provides policy and procedural guidance for operating the military awards program. AR 672-20, Decorations, Awards and Honors, provides policy and procedural guidance for incentive awards to include honorary and monetary awards for DA civilians.

Approval authority for awards and decorations is prescribed by regulation. During wartime, the Secretary of the Army may further delegate approval authority for personal decorations. This delegation is not automatic. The commander must request delegation through USTA PERSCOM when wartime conditions exist.

Commanders in the awards processing chain process awards expeditiously. The wartime standard is for approval authority action within 60 days from the recommendation date. Approval authorities maintain a record of each recommendation and decision for historical purposes. Approval authorities provide award elements for presentation before recommended soldiers leave for reassignment or release from active duty. Commanders may use boards for reviewing award recommendations and recommending decisions.

NONCOMMISSIONED OFFICER EVALUATIONS

The mission of the enlisted evaluation function is to evaluate and document the performance of NCOs in the grades of sergeant through command sergeant major. AR 623-205, Noncommissioned Officer Evaluation Reporting System, provides policy and procedural guidance for processing NCO evaluation reports.

During periods of mobilization, certain policy changes affecting initiation and processing of NCO evaluation reports may take effect. These changes affect report periods, reasons for submission, processing procedures, use of counseling checklists, appeals procedures, and filing centers. The changes are not automatic, and HQDA will announce them as they are to take effect.

OFFICER EVALUATIONS

The mission of the officer evaluation function is to evaluate and document the performance of officers in the grades of WO1 through MG in peacetime and wartime. AR 623-105, Officer Evaluation Reporting System, provides policy and procedural guidance for processing officer evaluation reports.

During periods of mobilization, changes in policy and procedures governing officer evaluation report processing may take effect. These changes affect rating periods, reasons for submission, preparation and forwarding requirements, support form use, appeals procedures, and filing centers. These changes are not automatic. HQDA announces changes as they are to go into effect.

ENLISTED PROMOTIONS AND REDUCTIONS

The mission of the enlisted promotion and reduction function is to promote qualified soldiers to fill authorized enlisted spaces and reduce

those no longer qualified for or deserving of their current grades. Promotions are made through a system of centralized, semi-centralized, and unit-level selections. Reductions result from non-judicial punishment, courts martial, and inefficiency proceedings. AR 600-8-19, Enlisted Promotions and Reductions, provides policy and procedural guidance for managing the enlisted promotion and reduction system. During periods of mobilization, HQDA announces changes to existing enlisted promotion policies and procedures.

OFFICER PROMOTIONS

The mission of the officer promotion function is to promote qualified officers to fill authorized officer vacancies. AR 624-100, Promotion of Officers on Active Duty, provides policy and procedures for operating the officer promotion system.

Upon the Army's decision to decentralize officer promotions, the DCSPER, HQDA announces policy for officer promotions. This is in addition to the field authority for promotions to CW2 and 1LT.

TRANSFERS AND DISCHARGES

The mission of the transfers and discharges function is to provide a mechanism for the orderly administrative separation or transfer (component/service) of soldiers for a variety of reasons. AR 635-200, Enlisted Personnel, provides policy and procedural guidance for processing enlisted transfers and discharges. AR 635-100, Officer Personnel, provides policy and procedural guidance for processing officer transfers and discharges.

The President and/or Congress may extend service terms through declaration of national emergency or war. Under these circumstances, the Secretary of the Army curtails transfer and discharge authority (voluntary and involuntary).

U.S. public law provides the authority for voluntary and involuntary officer transfers. It also provides for the release of Other Than Regular Army (OTRA) officers and the discharge of Regular Army officers prior to the officers' completing their contractual obligation (both voluntary and involuntary). Commanders ensure careful compliance with policy and procedures to protect the officers' rights and the government's interests.

IDENTIFICATION DOCUMENTS

The mission of the identification documents function on the battlefield is to provide identification which complies with the Articles of the Geneva Convention of 1949. Identification is issued to persons subject to becoming prisoners of war. AR 600-8-14, Identification Cards, Tags, and Badges, provides policy and procedural guidance for issuing identification documents. AR 690-11, Civilian Personnel Mobilization Planning and Management, provides policy and procedural guidance for issuing identification documents to civilian personnel.

Personnel services battalions issue and replace identification for soldiers, civilians, and noncombatants on request or as soon as battlefield conditions permit.

LEAVES AND PASSES

The mission of the leaves and passes function is to provide maximum use of authorized absences and to support health, morale, motivation, and efficiency of the soldier. AR 630-5, Leaves and Passes, provides policy and procedural guidance for managing the leaves and passes program.

Upon declaration of a national emergency by Executive Order of the President or upon declaration of war by the Congress, the Secretary of the Army may suspend all leave for soldiers. Commanders may allow soldiers on emergency leave to remain on short periods of leave unless HQDA

directs otherwise. Commanders may grant soldiers short periods of leave for temporary personal emergencies after appropriate verification, as stated in AR 630-5. Mobilized soldiers report for duty before departing on such leave.

Historical Perspective

During Operation Restore Hope (Somalia), commanders were able to grant soldiers emergency leave and in many instances provide inter-country ordinary leave, despite the critical need for our ground forces to feed and aid the Somali people.

LINE OF DUTY INVESTIGATIONS

The purpose of line of duty (LOD) investigations is to determine if a soldier's or Army civilian's disease, injury, or death occurred in the line of duty. AR 600-8-4, Line of Duty Investigations, (DRAFT) provides policy and procedural guidance for managing the line of duty investigation process. HQDA DCSPER provides guidance for line of duty determinations for civilians.

Commanders conduct line of duty investigations to determine whether misconduct or negligence was involved in the disease, injury, or death. An investigation may be formal or informal. An informal investigation suffices when there is no indication of misconduct or negligence, unless AR 600-8-4 specifically requires a formal investigation under the circumstances of the incident.

OFFICER PROCUREMENT

The mission of the officer procurement function is to procure officers of high military merit in the right number to meet the Army's authorized strength level. AR 135-100 Appointment of Commissioned and Warrant Officers of the Army, and AR 601-100, Appointment of Commissioned and Warrant Officers in the Regular Army, provide policy and procedural guidance for managing officer procurement in the USAR

and Regular Army, respectively.

During wartime, the Secretary of the Army may authorize field commanders to appoint officers to fill battlefield requirements.

RETENTION

The mission of the retention function is to reenlist the appropriate number of highly qualified soldiers. Additionally, career counselors and transition personnel must enlist/transfer qualified soldiers in ETS status into the Reserve Component. Both procurement activities are essential to support Army readiness and battlefield requirements. AR 601-280, Total Army Retention Program, and appropriate USAR/ARNG regulations provide policy and procedural guidance for these essential personnel services.

During war and OOTW the retention management system continues supporting deployed forces. Soldier career counseling and guidance will continue during deployment periods. A viable system which ensures deployed forces have access to retention guidance and career counseling is critical.

During periods of mobilization, HQDA will announce changes to existing retention/transition policy and procedure.

Historical Perspective

Desert Shield/Desert Storm caused Stop Loss for soldiers supporting operations in southwest Asia. Unfortunately, some commanders lowered the priority on counseling soldiers on retention and transition.

USTA PERSCOM, through the Enlisted Retention Management Division, dispatched both the senior retention and transition Sergeants Major to the area of operation. They setup a contracted communications link to sustaining base

retention and transition offices, enabling soldiers to be counseled and processed for reenlistment and transition programs available upon redeployment. This communications link also alerted commanders that a soldier's original Expiration of Term of Service (ETS) was coming and prevented his removal from the pay system.

RECRUITING

The mission of the recruiting function is the initial procurement of qualified personnel into the Active Army, Army Reserves, and Army National Guard. This unique activity is essential for providing the strength for America's Army. AR 601-210, Regular Army and Army Reserve Enlistment Program, and appropriate ARNG regulations provide policy and procedural guidance for managing these essential personnel services.

During OOTW and partial mobilization, recruiting systems continue to support the strength of America's Army. These systems ensure battlefield commanders have the necessary strength to complete their missions.

During periods of full mobilization, recruiting activities are ceased. Delayed Entry Program (DEP) accessions are accelerated. Recruiting assets are turned over in accordance with mobilization agreements. Directorates are consolidated, and excessive personnel are reassigned to mobilization stations upon completion of a train-up period.

RECLASSIFICATION

The mission of the reclassification function is to reclassify soldiers to ensure that personnel resources are managed effectively to successfully accomplish the Army's mission. AR 600-200, Enlisted Personnel Management System, provides policy and procedural guidance for reclassifying soldiers.

Personnel organizations continue to process reclassification and MOS producing service school requests during all levels of mobilization short of full. During full mobilization, reclassification operations will be as directed by higher headquarters (MACOM commander).